



## PUBLIC RECORDS REQUEST RESPONSE FORM

City of Memphis  
125 N. Main Street Rm 336  
Memphis, Tennessee 38103

[Date]

Dear Sir or Madam:

In response to your records request received on [Date Request Received] our office is taking the action(s)<sup>1</sup> indicated below:

- ☐ The public record(s) responsive to your request will be made available for inspection:

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

- ☐ Copies of public record(s) responsive to your request are:

☐ Attached;

☐ Available for pickup at the following location:

\_\_\_\_\_ ; or

☐ Being delivered via: ☐ USPS First-Class Mail ☐ Electronically ☐ Other: \_\_\_\_\_.

- ☐ Your request is denied on the following grounds:

☐ Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

☐ No such record(s) exists or this office does not maintain record(s) responsive to your request.

☐ No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

☐ You are not a Tennessee citizen.

☐ You have not paid the estimated copying/production fees.

☐ The following state, federal, or other applicable law prohibits disclosure of the requested records:

\_\_\_\_\_.

☒ **It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:**

☐ It has not yet been determined that records responsive to your request exist; or

☒ **The office is still in the process of retrieving, reviewing, and/or redacting the requested records.**

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: \_\_\_\_\_.

If you have any additional questions regarding your record request, please contact Public Records Request Coordinator.

Sincerely,

Lemeka Hoof

Public Records Coordinator

[openrecordsrequests@memphistn.gov](mailto:openrecordsrequests@memphistn.gov)

901-636-6511

<sup>1</sup> If all requested records do not have the same response, so indicate.